

## Hands of Hope Executive Director Job Description

This full-time leadership position is responsible for overseeing the medical clinic and related programs, as well as general business operations of the Hands of Hope Medical Clinic (HOH). Some of the key duties include: strategic planning, reporting and record keeping, administration, office management, fundraising, grant writing, and community/church relations. The Executive Director reports directly to the board of directors but will be expected to work closely with the Medical Director, Pharmacy Director, Marketing Director and Treasurer. Understanding that HOH is a faith-based ministry, the Executive Director should profess faith in our Savior, Jesus Christ therefore being expected to exhibit strong moral principles, integrity and virtue.

### Preferred

- \* Associate degree preferably in Healthcare Administration, Business or a related health field.
- \* Minimum of 5 years progressive leadership experience, preferably in healthcare or other non-profit;
- \* Knowledge of 501 (c)(3) requirements
- \* 3-5 years of fundraising experience;
- \* Previous knowledge and/or skills in grant writing;
- \* Excellent interpersonal communication skills;
- \* Must be able to schedule and coordinate volunteers;
- \* Budget management experience;
- \* Strong writing skills;
- \* Demonstrates professional judgment, initiative and ability to function independently;
- \* Strong public speaking and presentation skills
- \* Proficient in Microsoft Office, Gmail and willingness to learn Epic
- \* Must be available to work 40 hr work week to include entire clinic day. Currently Tuesdays 8 am – 9 pm

Job Type: Full-time

Pay: Performance Based - Base salary (to be discussed in person) plus incentives/bonuses based on grants received and fundraising

Email resume to [amanda@austinenlosures.com](mailto:amanda@austinenlosures.com).